

Warrant/ACH Register and Summary

ZHR_RPTPY635

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10/02/06	Lesa Terry	Create

Purpose

Use this procedure to display both detail and summary information for warrants and ACH.

Trigger

Perform this procedure to view the employee's warrant or ACH number and pay amount.

Prerequisites










Run after Payroll is exited.

Transaction Code

ZHR_RPTPY635

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the menu path above or transaction code **ZHR_RPTPY635**.

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2. Complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11
Current Period or Other Period	R	The HRMS pay period for HRMS reporting. Example: 18 2006

Title: Warrant/ACH Register and Summary
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Personnel Area	R	A specific agency/sub-agency in the State of Washington Example: 1110

3. Select an **Output Controls** radio button:



Only one radio button can be select at a time.

ACH Register – Provides the ACH number, employee name and payment amount.

Warrant Register – Provides the Warrant number, employee name and payment amount.

ACH/Warrant Summary – Provides a count of Warrant produced and the payment amount and a count of ACH produced and the payment amount.

4. Click (Execute) to execute the report.

Warrant/ACH Register and Summary

<div> <div>List Edit Goto System Help</div> <div> </div> </div>									
Warrant / ACH Register and Summary									
<div> <div>TPY635</div> <div>State of Washington - HRMS</div> <div>Warrant/ACH Summary</div> <div>Run Date: 10/02/2006</div> <div>Page : 1</div> <div>No.: P0618</div> <div>Pay Date: 09/25/2006</div> </div>									
Number Range	Warrants Count	Amount	Number Range	ACH Count	Amount	Warrants + ACH Count	Total		
055738C	6	8,992.71	A364183	76	120,120.98	82	129,113.69		
s Div 055743C			A361429						
	6	8,992.71		76	120,120.98	82	129,113.69		



This report is a sample of the **ACH/Warrant Summary**.

State of Washington HRMS

File name: WARRANT_ACH_REGISTER_AND_SUMMARY_ZHR_RPTPY635.DOC
Version: SME Approved Script
Last Modified: 10/11/2006 8:39:00 AM
Reference Number:

SAP Parent
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5. You have completed this transaction.

Result

You have generated the Warrant/ACH Register and Summary report.